

Job Posting & Description

Position: Deputy Prosecuting Attorney

Department: Huntington County Prosecuting Attorney's Office
201 N. Jefferson St., Room 420
Huntington, Indiana 46750

Salary: \$49,000

Starting: To be arranged

Essential Duties: Reviews investigations and police reports for misdemeanor and felony cases in the Huntington Superior Court. Files criminal charges and represents the State of Indiana during criminal proceedings, such as initial hearings, pre-trial hearings, suppression hearings, jury and bench trials, sentencing hearings and probation revocation hearings.

In addition to the criminal duties, this position will also oversee the Child Support Enforcement division of the Prosecutor's Office. Assist caseworkers with child support issues such as non-support, paternities, and modifications. Will also attend child support related hearings as representative of the State of Indiana.

Provides consultation to law enforcement and assists them in obtaining search warrants. Serves on a 24-hour call rotation for law enforcement questions/consultation.

Performs related duties as assigned.

Job Requirements: Licensed to practice law in the state of Indiana and a Doctorate of Jurisprudence from an accredited law school.

Prior prosecution and/or jury trial experience strongly preferred.

Highly skilled at oral and written communication.

Ability to work evenings and weekends, as necessary.

Ability to serve on 24-hour call rotation and respond decisively in a short period of time.

Ability to operate office equipment, such as a computer, fax machine, copier and telephone.

Possesses a valid driving license.